



CEPAC

APPROVED MINUTES

January 16, 2003

Call to Order: Chair Russ Cherry called the meeting to order at 7:07 p.m.

Attendance: Present: Teresa Chaves; Russ Cherry; Annell Spencer; Donna Wynne; Bill Dale; Robert Finnie; John Pilger; Tim Howard; Brian Shreve.

Liaison: Patricia Dixon

Staff: Americo Silvi, George Washburn, Bill Weisgerber, Terry Medina

Absent: Dave Harman (excused)

Guests: Friedell Barnes

Pledge of Allegiance

Minutes: Minutes from the September meeting were approved.

Citizen's Forum: Friedell Barnes distributed documents to members and asked for their signature. Russ Cherry stated that all documents presented to the Committee for signature will first need to be reviewed by the City Attorney.

Announcements and Correspondence:

1. ARES/RACES & MARES Open House – January 18, 10 AM to 3 PM, Fire Station 1
2. B/C Silvi made the following announcements:
 - a. EcoPass is available to CEPAC members.
 - b. Transportation Survey form were distributed to all City employees.
 - c. Invitation to SAFE Team Members' Recognition event.
3. Vice Mayor Dixon announced that she is now the City representative to the Santa Clara County Emergency Preparedness Council. She also explained the status of the different grants (FEMA Supplemental Grant, DOJ Grant, Cert. Pgm. Grant, Gov. Serve Pgm.).
4. Russ Cherry announced the CERT Program for the "Train the Trainer" Program.

Agenda: Approved

Staff Reports:

1. Emergency Public Information Integration Project: ESC Washburn reported that the siren systems and Teleminder will be integrated. The Teleminder will also be used for callback of EOC Staff. The next meeting on this project will be to discuss roll-up tasks, the timetable for the Public Awareness Campaign, and training for internal/external use.

2. Updates – B/C Silvi:

- a. There are now four (4) SAFE teams, with the last graduation being held in November 2002 (Reflections). Potential teams will be in Sunnyhills and Terrace Gardens (a curriculum tailored for them needs to be developed). There is still the need for more coverage in the City's northern part.
 - b. \$45,000 of the CERT grant money will be utilized to "train the trainer." He will keep the Committee updated as more information becomes available.
 - c. The Volunteer Center will be used as an information referral center, and as a supplemental resource. Russ Cherry suggested using Spring Valley Fire Department possibly as a base.
 - d. CEPAC/MUSC Evacuation Exercise ID and site access procedure – discussed at an earlier Subcommittee meeting. It has been reviewed and implemented by Milpitas PD.
 - e. Copies of the proposal for the PG&E/PUC gas shut-off project were distributed. Russ Cherry and Tim Howard will be going to San Francisco to pursue the issue.
3. ESC Washburn reported that the old Incident Command Van has been re-commissioned as the OES Communications Van, and will be used as a field communications post and public education tool. It will also be available for some ARES/RACES and SAFE activities. It is registered with County OES as a mutual aid resource.

Old Business:

1. CEPAC brochure – currently on hold.
2. Brian Shreve reported on the MUSD radio project. Fifty radios/batteries/charges delivered; awaiting title transfer document from the City Attorney. The base station radios have been released to the School District and installation has been completed. Brian also discussed the intent and process of using the radios, and site-to-site communication.
3. By-Laws – Vice Mayor Dixon reported that the City Clerk still has them.

New Business:

1. Terry Medina, the City's Deputy Information Services Director, made a comprehensive presentation on the Information Services Disaster Recovery and Continuity Plan. He explained the network system, speed, performance, and back-up mechanism. He also reported that the City currently has 40 servers, and I.S. is working towards the consolidation of equipment in just one site, which is the Police Department building.
2. ESC Washburn explained the CRIB and Care & Shelter supplies placement and security considerations. Several concerns were also discussed. Committee members were asked to come back with inputs and submit them to B/C Silvi or ESC Washburn. A Subcommittee composed of Tim Howard, John Pilger and Annell Spencer was formed to work on this project.

Adjournment: Meeting was adjourned at 8:58 p.m.

Next meeting: March 20, 7:00 p.m., City Hall Committee Room



CEPAC

APPROVED MINUTES

March 20, 2003

Call to Order: Chair Russ Cherry called the meeting to order at 7:05 p.m.

Attendance: Present: Teresa Chaves, Russ Cherry, Annell Spencer, Donna Wynne, Bill Dale, Robert Finnie, Dave Harman, John Pilger, Tim Howard, Brian Shreve.

Liaison: Patricia Dixon

Staff: Americo Silvi, George Washburn, Kim Duncan

Pledge of Allegiance

Minutes: Minutes from the January meeting were approved, with notation that John Pilger be added in the attendance roster.

Citizen's Forum: None.

Announcements and Correspondence:

1. Vice Mayor Dixon presented the certificate of CEPAC appointment to John Pilger.
2. Russ read and passed around the commendation given by the School District to CEPAC. He mentioned the School District also recognized Vice Mayor Dixon (on behalf of the City), and Brian Shreve for this personal efforts. Russ pointed out the need for a place to hang commendations and the like.
3. Brian announced that the radio system base station is now in place. He also informed the Committee that Dr. Karl Black is now the official MUSD Superintendent.
4. Russ invited the Committee to Dr. Black's reception in City Hall on March 24.
5. John announced the emergency preparedness exercise in VTA in May. He also informed the Committee that he will soon be working for the City of Sunnyvale.
6. Americo passed copies of the City Commissions Directory. It was pointed out the CEPAC list still shows Bill Dale as an alternate member because the new CEPAC by-laws has not been approved. Vice Mayor Dixon informed the Committee that the by-laws is still with the City Clerk and that at this time, it is not a priority.
7. Vice Mayor Dixon announced the Mayor's State of the City Address on April 21.

Agenda: Approved.

Staff Reports:

1. Emergency Public Information Integration Project: George reported that all of the elements are operational and the TV 15 remote entry software is in place. Procedural documentation still needs to be developed. The Public Awareness Campaign will be modeled after Alameda County.

2. **SAFE:**
 - The first four teams have attended the FEMA-mandated class.
 - Team 5 (Sunnyhills) began classes on March 13; graduation is on April 26.
 - Team 6 (Park Victoria) will start classes on April 3; graduation is on May 17.
 - Sessions are now being videotaped and will be edited to a condensed version that can be used for review purposes.
3. RACES radios and other equipment are all in place.
4. CEPAC/MUSD Evacuation Exercise – site access procedure has been changed.
5. The Committee is waiting for PG&E/PUC's response on the gas shut-off project. If no response is received, there will be a need to contact the highest ranking officials.

Old Business:

1. The CRIB Subcommittee passed copies of its March 1 meeting minutes/report (Attachment 1). Donna suggested using a symbol (instead of words) to label the cache supplies container. Vice Mayor Dixon suggested using the City Logo and the words SAFE. George will come back with recommendations to accomplish the proposals outlined in the report, including proposal for the type of container to be used.

New Business:

1. George provided an update on the Emergency Public Information System. Two main concerns that were brought up were reaching the elderly/handicapped, and the languages to be used in the announcement. There is a need to identify housebound citizens and to reach/inform them. One way is through the Disabled Person Registration Program, however, accuracy of information needs to be ensured. It was suggested that the announcement be translated in at least five languages. For now, the prioritization will be Mandarin, Vietnamese, Tagalog, and Spanish.
2. Russ recommended that CEPAC work with PEP in the purchase/use of trade show plastic bags to advertise both PEP and CEPAC. The bags can be handed out at the Chamber of Commerce Trade Fair and other similar events. In order to identify funding for this project, an accounting of the CEPAC, SAFE and earthquake cache accounts needs to be made.
3. Kim Duncan of the Planning Department presented an overview of the proposed Non-Commercial Communications Antenna Ordinance (Attachment 2), and requested the Committee's inputs as to how the ordinance will affect the amateur radios' capability to back up. Vice Mayor Dixon provided a background on how the Ordinance came about. John and Bill expressed concern over the limitation on the number of antennas; they will submit inputs on this. It was moved and seconded that John and Bill meet with the TeleComm Commission, and for them to provide feedback to the Committee.

Other Items Discussed:

1. Russ announced about the City's 50th Anniversary, and that Donna is in the AdHoc Committee. Donna asked for suggestions for souvenirs and other ideas for the celebration.
2. Russ passed around a copy of the SAFE posting on the FEMA website and noted that CEPAC was not at all mentioned nor was it associated with SAFE when it did a lot of work. Vice Mayor Dixon pointed out that a correction needs to be made and sent to the FEMA website. Russ asked the Committee to come up with ideas about putting CEPAC in the forefront. Bill suggested that a CEPAC banner be put up at public events. Donna pointed out the need for a central location for the public to bring information to. The Committee was asked to bring more ideas at the next meeting.

Adjournment: Meeting was adjourned at 8:55 p.m.

Next meeting: May 15, 2003, 7:00 p.m., City Hall Committee Room



CEPAC

APPROVED MINUTES

May 15, 2003

Call to Order: Vice Chair Annell Spencer called the meeting to order at 7:02 p.m.

Attendance: Present: Teresa Chaves; Annell Spencer; Donna Wynne; Bill Dale; Robert Finnie; John Pilger; Tim Howard; Brian Shreve; Dave Harman.

Liaison: Patricia Dixon

Staff: Americo Silvi, George Washburn

Absent: Russ Cherry (excused)

Guests: Al Garcia, Friedell Barnes

Pledge of Allegiance

Minutes: Minutes from the March meeting were approved.

Citizen's Forum:

1. Friedell Barnes distributed copies of "Safety/Preparedness for Terrorism" documents, and commented on the lack of enough medical facilities in the City.
2. Al Garcia (CAC) presented the "Neighborhood Nights Out" program, and asked for support to establish one each of the CEPAC members' neighborhoods. He also explained the need for leaders in the community to support and promote this program. Vice Mayor Dixon acknowledged CAC for its work.

Announcements and Correspondence:

1. Bill Dale passed out flyers announcing the "Amateur Radio Technician Class" in May. He announced that he has resigned as the RACES Radio Officer, effective after the drill. Battalion Chief Silvi and Vice Mayor Dixon acknowledged Bill for his work and contributions. Bill also announced that Ted Armstrong's wife has terminal cancer, and motioned (and was seconded) that a card be sent from the Commission.
2. Vice Mayor Dixon announced that the Council has approved a balanced budget and that no essential services were cut. She also explained that the City has invested 1.2M in the Weapons of Mass Destruction preparedness and response program for Fire and Police. A report on the status of the program/budget will be submitted to CEPAC.

Agenda: Approved

Staff Reports:

1. MUSD/CEPAC Evacuation Exercise – B/C Silvi reported that the drill went well, and acknowledged Public Works staff for their efforts. Vice Chair Spencer acknowledged ESC George Washburn for his efforts as well. Brian Shreve reported that he is pleased with the response, and that he would like to

have a drill on radio communications at least twice a year, in addition to this drill. He distributed copies of the report on the exercise (see Attachment 1).

2. CEPAC Budget – B/C Silvi reported on the current CEPAC budget (see Attachment 2).
3. ESC Washburn reported on the status of the Emergency Public Information Integration Project, SAFE Program, CRIB project, Care & Shelter project (see Attachment 3 for complete report). Vice Chair Spencer acknowledged ESC Washburn for his work in the SAFE Program.

Old Business:

1. PG&E/PUC Gas Shut-Off Wrench Proposal – Tim Howard reported that the PUC does not see the need to regulate and standardize the tang size on the shut-off valves (See Attachment 4 - letter from PUC). A discussion was made on what position the City and Commission will take after receiving this response from PUC. It was agreed that this proposal be kept alive until enough resources become available.
2. The SAFE ad in the FEMA website has been updated to include CEPAC.

New Business:

1. ESC Washburn announced the recognition of the evacuation exercise food donors at the June 3 Council meeting. A copy of the invitation was passed out.

Others:

1. Milpitas Volunteer Partners – Bill Dale expressed the need for more volunteers, and the need to have a more formal means of organizing volunteers in all areas. B/C Silvi reported that he is working with the City Volunteer Coordinator to develop ways to organize, create a database, and network with the County Volunteer Center. A report on what has been put together will be presented at the next meeting. Vice Mayor Dixon announced that a record number of volunteers this past year has saved the City about \$195,000.
2. Vice Mayor Dixon announced that the plans for the July celebrations are underway, and CEPAC has the opportunity to participate.

Adjournment: Meeting was adjourned at 8:10 p.m.

Next meeting: July 17, 7:00 p.m., City Hall Committee Room



CEPAC

APPROVED MINUTES

July 17, 2003

Call to Order: Chair Russ Cherry called the meeting to order at 7:02 p.m.

Attendance: Present: Russ Cherry; Bill Dale; Robert Finnie; Dave Harman; Tim Howard; John Pilger; Brian Shreve; Donna Wynne

Liaison: Patricia Dixon

Staff: Americo Silvi, George Washburn, Bill Weisgerber, Bobby Dixon

Absent: Anell Spencer (excused)
Teresa Chaves

Guests: Jim & Elena Lawson

Pledge of Allegiance

Minutes: Minutes from the May meeting were approved.

Citizen's Forum:

1. Elena Lawson of the Milpitas Alliance of the Arts presented the three pieces of artwork, which are the finalists for the "Art in the Park" program. The winning piece will be placed at Hillcrest Park. The Committee members were asked to fill out a form indicating their choice of art, and other inputs.

Announcements and Correspondence:

1. B/C Silvi presented a commendation to Dave Harman for his contributions to the Committee for 2002.
2. Bill Dale announced three events that will be participated by ARES/RACES: Relay for Life, OES Comm Van presentation, and the 4th of July parade. He also announced that the group is looking at sponsoring "Field Days" next year, which is a demonstration of emergency supplies and equipment, i.e. solar oven.
2. ESC Washburn announced that an application has been submitted for the SAFE Program to be entered in the "Helen Putman Award for Excellence" competition.

Agenda: Approved.

Staff Reports:

1. ESC Washburn provided an update of the Emergency Public Information Integration project.
2. B/C Silvi reported that no vendor showed up during the Food Vendor Recognition Event although letters of invitation were sent out.

3. SAFE Program – there are now six (6) teams. New graduates will be assigned to one of the existing teams. Class 9 will start September 11. Two CPR classes have been conducted. It is the goal to have two outdoor and two classroom trainings per year.
4. CRIB Program – there will be eight cribs to be placed in eight schools. A site walk-thru will be held on August 14, to be participated in by some CEPAC members, Safe Team Leaders, and MUSD representatives. Russ will also send an e-mail to City commissioners inviting them to join the walk-thru.
5. Care & Shelter Program – blankets and other supplies have been delivered. The cots are due to arrive in August. When everything is in place, City commissioners will be invited to see the caches.
6. The CEPAC web page will be used to more actively circulate information, i.e. How to volunteer.
7. Kevin Karp is currently attending a training moulage organized by Palo Alto Fire Department.

Old Business:

1. PG&E/PUC Gas Shut-Off Wrench Proposal – the proposal to PUC was rejected. The Committee agreed to make use of public awareness/public education campaigns to promote safety in this area. A plasticized placard will be hung on gas valves. George, Tim, John and Russ will work on the design of the card, including material to be used and costs (to be presented at the next meeting).

New Business:

1. CEPAC Conference Policy – CEPAC has a budget of \$500 for conferences and \$250 for miscellaneous expenses. A request for a bigger budget may be made based on the actual conference expense. Committee members can look at CSTI courses, continuing education, FEMA, moonlight and local classes, as well as CERT Train-the-Trainer classes. A criteria needs to be established as to who gets to go to these classes. There also has to be a way to notify members of upcoming classes. Bill Dale suggested using a Yahoo site for CEPAC, which will be used for information, notification, and file sharing. Bill will show George how to design the site. Russ will post information.
2. 02-03 WMD Funding Review – B/C Silvi reported on the expenditures and cost savings of the WMD Program. Chief Weisgerber reported that 100% of the goals were accomplished while only spending about 45% of the allocated funding. This was made possible thru a combined phenomenal efforts of Fire Department staff, volunteers, and other people. Vice Mayor Dixon commended the Fire Staff on this accomplishment.
3. Milpitas Volunteer Partners – ESC Washburn reported on the different volunteer groups and what each group does. B/C Silvi is currently working on an MOU with the Volunteer Center. Assistant Chief Dixon reported on the Community Fire Aide Program and its program elements. The program has been successful and effective, specifically in helping get the Fire Aides into the Fire Service. The City of Milpitas has hired three people from the program while 22 others have been hired by other cities.

Others:

1. John suggested having shorter web/e-mail addresses, i.e. www.milpitas.ca.gov. George will talk this out with I.S.

Adjournment: Meeting was adjourned at 9:02 p.m.

Next meeting: September 18, 7:00 p.m., City Hall Committee Room.



CEPAC

APPROVED MINUTES

September 18, 2003

Call to Order: Chair Russ Cherry called the meeting to order at 7:04 PM.

Attendance: Present: Teresa Chaves, Russ Cherry, Bill Dale, Tim Howard,
Annell Spencer, Donna Wynne, Brian Shreve

Liaison: Patricia Dixon

Staff: Americo Silvi, George Washburn

Absent: Robert Finnie (excused), John Pilger (excused), Dave Harman

Guest: Neil Mackenzie

Pledge of Allegiance

Minutes: Minutes from the July meeting were approved without changes.

Citizen's Forum: None

Announcements and Correspondence:

1. BC Silvi distributed the new Directory of City Officials and Commissioners.
2. Bill Dale distributed flyers for two Amateur Radio classes – “No-Code Technician” and “Morse Code.”
3. BC Silvi distributed the approved by-laws. The Commission reviewed them and a brief discussion took place.
4. Bill Dale announced that the Milpitas High School Robotics Club was competing at Woodside High School on Saturday, 20 September.
5. ESC Washburn announced that Milpitas received an honorable mention award from the California League of Cities Helen Putnam Award for Excellence contest.

Agenda: Approved without changes.

Staff Reports:

1. SAFE Program:
 - Class 8 underway with 13 participants. Graduates will be assigned to existing teams. This will be the last class for CY2003.
 - Continuing education activities for balance of the year: Skills Refresher on 20 September and Operations Workshop at the Main EOC on Thursday evening, 6 November, and Saturday morning, 8 November
 - The new SAFE Team map was reviewed by the Commission. A PDF file of the map will be sent to Commissioners.

2. Emergency Public Information Integration Project:
 - E Parc Metro siren cabinet repaired at no charge.
 - Tele minder upgrade completed; staff trained and system tested.
 - Sirens audibly tested in August. Two sirens failed test: E Parc Metro siren radio hadn't been turned back on after repair, and Cal Landing 1 has two bad amplifiers and is operating at 60% until repaired.
 - Remaining tasks (primarily procedure writing) identified.
3. CRIB Project:
 - Nine CRIBs purchased from Life Safety in Santa Clara; expected week of 6 October.
 - School site placement walkthrough conducted in August .
 - Will place eight CRIBs at six schools and two City locations.

Russ asked about the role of the four disaster caches, located at fire stations. BC Silvi and ESC Washburn will review the existing SOP for those caches and advise.
4. Care & Shelter Project:
 - Refurbished cargo container behind gym at SportsCenter.
 - Contains cots, blankets, bottled water and entertainment items for 300.
 - SOP in development (maintenance by MFD and operation by Recreation Services).

Russ asked about the use of MUSD facilities as shelters in addition of City facilities. Vice Mayor Dixon suggested that BC Silvi and ESC Washburn attend the next City-MUSD meeting (in November) to raise this issue for further exploration.
5. Other OES Matters
 - New update of West Nile Virus notice on City web site.
 - OES home page enhanced on City web site.
 - SAFE Team 1 and ARES/RACES member Kevin Karp attended 3-day EMA-sponsored moulage class; moulage kit purchased.
 - David Harman (SAFE Team 3) and David Coburn (SAFE Team 4) attended 3-day CERT Instructor class.
6. CEPAC Conference Budget:

BC Silvi stated that he has been working towards an increase in the CEPAC conference budget and hopes to have something put together for Russ to review prior to the next meeting. Russ asked to have a list of typical classes – titles, content, locations, durations, costs – for Commissioners to review in order to size up the potential budget increase prior to requesting any increase from the Council.

Old Business:

1. Utilities Shutoff Public Education:

The subcommittee (Russ Cherry, Tim Howard and John Pilger) has been unable to meet but plan to do so prior to the next meeting. ESC Washburn will send a soft copy of the door hanger proposal to subcommittee members.
2. Yahoo Site for CEPAC:

Bill Dale was asked to develop a template or model of such a website for the City Attorney's Office to review.
3. Don't Dump Signage:

ESC Washburn reported that he has not yet heard back from the Santa Clara Valley Water District regarding any recommended universal, non-verbal signage for storm drains.

New Business:

1. Shaker Gas Shutoff Valves:

In view of the PUC's rejection of gas shutoff valve tang standardization, Russ Cherry asked the Commission to reconsider shutoff valves activated by vibration such as from an earthquake.

Historically, these valves were falsely activated by passing trucks or trains and were not favored by PG&E nor by the Santa Clara Valley Emergency Managers Association. Russ will provide relevant material to ESC Washburn. George will then contact County OES to learn whether shaker valves have been improved to eliminate false activations.

2. ARES/RACES Permanent Meeting Location:

Bill Dale gave a presentation which covered ARES/RACES volunteer activities in 2003 and issues which the group faces including membership and training levels. Bill's goal is to increase the general membership of the Milpitas Amateur Radio and Electronics Society and thereby, increase the number of trained volunteers to provide auxiliary communications. To that end, MARES is obtaining 501C3 non-profit organization status. Bill's primary desire at this time is to secure a location where the MARES membership and guests can meet on a weekly basis (i.e., Saturday mornings). He stated that a regular and convenient meeting place would help attract more MARES members and, in turn, more ARES/RACES volunteers.

Bill pointed out that ARES/RACES holds a regularly scheduled training session in the MFD Station 1 Portable on the last Saturday morning of each month. He asked whether the Portable was planned to remain in place and whether it might be available every Saturday morning. BC Silvi stated that the Portable is City-owned and is planned to stay in place. He further stated that the Portable is used for several functions and that its use for training may be increasing.

The Commission recommended that Bill prepare a proposal and specification of the kind of facility best suited to MARES and ARES/RACES. ESC Washburn offered to work with Bill to create such a spec.

Other:

1. Russ Cherry mentioned recent publications that cited studies showing that the presently mandated 85dB sound pressure level (SPL) of smoke detector alarms can be insufficient to wake sleeping children. This study showed that SPLs of up to 110dB might be necessary to wake children even when the alarm is located in the child's room. Underwriters Laboratories is going to conduct studies of this matter. BC Silvi recommended that a representative of MFD's Fire Prevention Bureau make a presentation on smoke detectors at the next CEPAC meeting.

Adjournment: Meeting was adjourned at 8:55 PM.

Next Meeting: 7:00 PM on Thursday, 20 November 2003, at the **Milpitas Sports Center Meeting Room.**



CEPAC

APPROVED MINUTES

November 20, 2003

Call to Order: Chair Russ Cherry called the meeting to order at 7:08 PM.

Attendance: Present: Teresa Chaves, Russ Cherry, Tim Howard, Robert Finnie, Annell Spencer, Donna Wynne, Brian Shreve

Liaison: Patricia Dixon

Staff: Americo Silvi, George Washburn

Absent: Bill Dale, John Pilger, Dave Harman (excused)

Guests: None

Pledge of Allegiance

Minutes: Minutes from the September meeting were approved without changes.

Citizen's Forum: None

Announcements and Correspondence:

1. ESC Washburn announced that Commissioner Bill Dale and SAFE and RACES member Kevin Karp will be recognized as public safety volunteers of the year from Milpitas at the December Santa Clara County Emergency Managers Association meeting and at the December 16th City Council meeting.

Agenda: Approved without changes.

Staff Reports:

1. SAFE Program
 - Class 8 graduated. Graduates were assigned to existing teams. Total SAFE membership is 94. Class 9 will start in mid-January.
 - Continuing education activities: Skills Refresher/Hot Dog BBQ held 20 September; Operations Workshops held 6 and 8 November; third Workshop will be held 4 December. 2004 activities being planned; may include Red Cross Shelter Manager class.
 - Kevin Karp finished 3-day CERT Instructor class, joining Dave Coburn and Commissioner Dave Harman as certified CERT instructors.
2. CRIB Project
 - Eight CRIBs in place for the eight existing SAFE teams
 - CRIB use covered in SAFE Operations Workshop; will be 2004 training activity
 - Six CRIBs at MUSD school sites; one at Fire Station 1; one at Community Center
 - Ninth CRIB was damaged at the vendor; delivery to Station 1 to be determined
 - Consensus among City staff, MUSD staff and Commissioners that CRIBs not be marked
 - Vice Mayor Dixon asked why Team 3 CRIB was located at Randall School and not at Rose

School. ESC Washburn stated that both schools are in Team 3's district and that, given the choice between specific locations offered by MUSD at the two schools, Randall offered the better location. Primary criteria was CRIB security. Commissioner Shreve concurred.

3. Emergency Public Information Integration Project
 - California Landing Siren #1 is now repaired.
 - 1620AM radio emergency recording instructions have been written and distributed to PIO and OES staff.
 - Current plan is to have Teleminder messages recorded by 5 December
 - A draft emergency public information SOP is in internal review
4. Other OES Matters
 - OES is working with IS to create volunteer information web pages on the City web site. SAFE and ARES/RACES reference material will be posted on these pages which can expand to include all City volunteers.
5. CEPAC Conference Budget

BC Silvi reviewed five available training options: FEMA's Emergency Management Institute, State OES' California Specialized Training Institute; the South Bay Regional Public Safety Training Consortium, UC Berkeley Extension and the Industrial Emergency Council. BC Silvi explained the kind of courses that were available from each training source and the costs associated with each.

Old Business:

1. Utilities Shutoff Public Education

Commissioner Howard reviewed the results of the subcommittee which addressed this issue. Plastic cards similar to the sketches which Commissioners had previously seen would cost \$0.26 each for 15,000 and \$0.167 each for 25,000 (\$3,900 and \$4,175 respectively). Cards would be one color, two sides printed with a small hole for tie wrap attachment. Chair Cherry will look into a purely graphical message content. Vice Mayor Dixon suggested that someone in each household can at least read English. Sponsorship to cover costs was discussed. Chair Cherry will contact Calpine re possible sponsorship. Commissioners felt that any sponsor advertisement would take away from the message. Distribution by door-to-door volunteers was discussed.
2. Don't Dump Signage

ESC Washburn displayed a stencil for drain marking which is provided by the Santa Clara Valley Water District. Stencils in Spanish and Vietnamese are also available but the District does not provide any purely graphical stencils. Fire Marshal Joki reviewed state mandated urban runoff testing and public outreach regarding dumping into drains.
3. Shaker Gas Shutoff Valves

Chair Cherry reviewed a sampling of available valves in the \$50-150 range. Newer valves are adjustable for vibration levels. Only one city (Los Angeles) appears to require valve installation upon transfer of property or renovation. Any insurance rate benefit is unknown. Chair Cherry will check on insurance rate impact.
4. CEPAC Bylaws

Chair Cherry distributed comments regarding current Bylaws. His suggestion is to have a ten seat Commission with a non-voting (except in tie votes) chair (6 at large, 1 MUSD, 1 industry, 1 ARES/RACES and 2 alternates). Vice Mayor Dixon pointed out that all other Commissions have voting chairs. At the end of discussion, consensus was that the industry seat should be filled next.
5. Tradeshow Bags

Chair Cherry has been interested in having CEPAC added to the PEP tradeshow plastic bags. Based on discussion, this matter was dropped from further consideration.

New Business:

1. Residential Smoke Detector Sound Levels
Fire Marshal Joki reviewed studies about smoke detector audio levels being insufficient to wake children. A two year study is underway on this issue. Alternate forms of warning are being considered as part of the study. Three immediate solutions were suggested. First, to make sure that children know the sound of the smoke detector and what actions to take upon hearing it. Second, to practice home drills such as EDITH (evacuation drills in the home). Third, to practice first-up-last-out where adults wake children and get them out of the home. In answer to a Commissioner's question, BC Silvi confirmed that drop and roll drills in schools employ live smoke detectors. Chair Cherry suggested that EDITH and first-up-last-out be mentioned during SAFE instruction.
2. Care & Shelter Cache Tool
At the conclusion of the meeting, BC Silvi and ESC Washburn gave Commissioners a tour of the care and shelter cache in back of the Sport Center gymnasium which holds cots, blankets, water (for one day) and entertainment items for three hundred displaced persons to shelter in the gym.

Adjournment: Meeting was adjourned at 8:55PM.

Next Meeting: 7PM on Thursday, 15 January 2004, in the Milpitas City Hall Committee Room